

Local Technical Assistance Program
Assistant Planner
December 8 2017

Company/Agency: Chicago Metropolitan Agency for Planning
Job Category: Assistant Planner
Experience Required: 0 to 2 years
Salary Range: \$45,000 to \$55,803

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a full-time employee to help implement the Local Technical Assistance (LTA) program. Candidates with experience in market analysis, economic and community development are encouraged to apply. This position will be filled at the Assistant level. Compensation will be commensurate with qualifications and experience.

The Chicago Metropolitan Agency for Planning (CMAP) is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new long-range comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

The position will support the LTA program, initiated in 2010 to create new technical assistance resources for the local governments and communities of the Chicago metropolitan region and to advance the principles of GO TO 2040 through planning projects. Over 150 projects have been completed to date and the CMAP Board recently approved 34 new projects that will begin over the next year. Projects include comprehensive plans, corridor or subarea plans, zoning revisions, studies of special topics such as housing or economic development, and similar planning activities. This position will work with local communities across the region to help directly with various capacity-building activities. While the ability to work on a wide range of planning project types will be necessary, it is anticipated that the position will also focus some of their time on researching and developing strategies for disinvested areas and economically disconnected areas. To obtain more information on the LTA program, please visit www.cmap.illinois.gov/lta.

Responsibilities

This position will be responsible for assisting with local technical assistance projects, focusing on the intersection between transportation, land use, and economic development. In addition to contributing general expertise to a variety of planning projects, the position may advance market-feasible community and economic development strategies, to promote long-term local

and regional prosperity, to conduct market analysis, and to help build the capacity of communities in these areas.

Skills and Qualifications

General qualifications and skills for the position include:

- Familiarity with the purpose, scope, and practice of regional planning.
- Knowledge of planning practice including plan and ordinance preparation, development review, and the role of appointed and elected officials.
- Understanding of the links between transportation, land use, housing, economic development, taxation, environment and natural resources, and community development.
- Ability to conduct research, perform quantitative and qualitative analysis, elicit ideas and concerns from stakeholders, and develop coherent, implementable recommendations under direct supervision.
- Experience or interest in working with elected officials, government agencies, nongovernmental organizations, other partners, and the general public in designing and implementing policies, strategies, and regulatory approaches that support CMAP goals and policies, including those in GO TO 2040 and ON TO 2050.
- Excellent written and oral communication skills.
- Ability to contribute to complex projects and work on multi-disciplinary teams.
- Multilingual skills, especially Spanish fluency, are preferred but not required.

Beyond these general qualifications, candidates should demonstrate interest and/or experience in one or more of the following areas. Candidates should specify in their cover letter which of these best match their interest and/or experience.

- Community and economic development. Candidates should demonstrate knowledge of or experience developing market-feasible planning, policy, and development strategies for reinvestment in opportunity sites and communities, including skills in market analysis / feasibility of projects across a range of communities and development types (i.e. retail, office, and industrial.) While the ability to work on a wide range of planning project types will be necessary, it is anticipated that the position will also focus on researching and developing strategies for disinvested areas and economically disconnected areas.
- Real estate development. Candidates should demonstrate knowledge or understanding of the real estate development process, community development investment by nonprofits and other community-based organizations, and relationships with, or knowledge of, organizations active in redevelopment in the Chicago region. Experience with relevant data sources, such as the Census, CoStar, ESRI Business Analyst, Dun and Bradstreet, data from federal and state agencies, and similar sources is desired. The candidate should also demonstrate an ability to analyze data, communicate quantitative analyses in a clear, useful, and accessible format, and connect market findings to the planning process.
- Municipal governance and operations. The most common sponsor of LTA projects are municipalities. Developing implementable recommendations requires an understanding of municipal capacity, and plans often directly recommend actions to improve municipal

governance and operations. Candidates should demonstrate an understanding of how transportation investment, land use regulation, and other government actions affect redevelopment potential would also be beneficial, as would familiarity with zoning, subdivision, and other development regulations. Experience working in or with lower capacity municipalities preferred.

Education and/or Experience

A Bachelor's degree in planning, public policy, public administration, or a related discipline is required, and a Master's degree is preferred. As an entry level position, no professional experience is required, although candidates with up to two years of experience will be considered. Employment with municipalities, counties, nonprofit organizations, consulting firms, or similar organizations is considered relevant for this position.

How to Apply

Please submit cover letter and resume via the web at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to LTA - AP 112017.

Posting End Date

This posting will close on January 8, 2018. All applications must be completed and submitted within that timeframe.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.